



Alabama Disaster Case Management Program

Request for Proposal

Applications must be **RECEIVED** (not postmarked)

No Later Than:

5:00pm CST

Friday, September 30, 2011

Mail

Attn: Jon Mason, Director

Governor's Office of Faith-Based and Community Initiatives
(GFBCI)

One Commerce Street, Suite 620
Montgomery, Alabama 36104

NO FAXES WILL BE ACCEPTED

For questions Please call Lisa Castaldo at 334-954-7440 ext 441

Lisa.Castaldo@ServeAlabama.gov

All documents are available at www.ServeAlabama.gov

If hand delivering please bring to Suite 620 (6th Floor) do not leave in the lobby

Alabama Disaster Case Management Program

Eligible Applicants: Faith-based and community organizations, public agencies are not eligible to apply. Awarded organizations will have the ability to sub-contract case management positions to other local providers only if approved in application or with written approval by the GFBCI.

Duration of Project: Estimated October 15, 2011-April, 2013 (19 months)

Match requirements: There is no match requirement for this program (100% federal share)

Funding Ceiling: No ceiling – the budget must be developed within the parameters of the allowable expenditures listed on the budget worksheet

Geographic Location: Applicant should have a physical presence in the areas they propose to serve. Applicants need to clearly identify the counties they will serve

Purpose: The Governor's Office of Faith-Based and Community Initiatives (GFBCI) is seeking organizations to serve as Provider Level Case Management agencies for the Alabama Disaster Case Management Program (AL-DCMP).

Applications must be complete and include: All items listed on the CHECKLIST

Applications must be: typed, 12 point font (Arial or Times New Roman), no staples or binding.

Applicants must submit: (1) original and (2) copies

Estimated Number of Awards: 4-5

Estimated Award Ceiling: \$3,000,000 million per award

Review and Selection Process: Applications will be reviewed by a diverse, state level review committee, feedback will be available to all applicants, grant awards will be announced no later than November 1, 2011. All funding and timelines are subject to availability of federal funding.

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CHECKLIST

The Application Must Include:

___Cover Sheet

- Organization Legal Name
- Address (physical address - no PO boxes)
- Signature of Authorized Official
- Total Amount Requested

___Narrative

- Not to exceed 10 pages, 12 point font (Arial or Times New Roman)
- Demonstration of Need
- Organizational History
- Experience providing case management (disaster or non-disaster)
- Funding History
- Staffing Plan
- Management Plan
- Plan to monitor sub-contracts (if Provider Level agency plans to sub-contract positions)

___Budget

- Budget Worksheet
- Salaries cannot exceed the salary and benefits listed in *Table 2. Allowable Positions and level of funding (Staffing)*
- Budget Narrative – each line item requested on the budget worksheet must be described (line by line) on the budget narrative. Also include any formula or computation used to develop a cost (For example: rent is based on \$14 per square foot for 2,000 square feet)

___Attachments

- Organizational Chart
- Project Plan
- List of Board of Directors
- Most current A-133 or audited financial statement
- Pre-Award financial risk assessment
- Letter from each Long Term Recovery Committee (LTRC) Chairman from each county/area that Provider Level Agency proposes to serve (list of LTRCs attached)

BACKGROUND

Alabama experienced two waves of widespread severe weather on April 27, 2011. The first moved through during the early morning hours across northern portions of central Alabama producing widespread damaging straight line winds and isolated tornadoes. The second wave involved numerous super-cell thunderstorms and produced long lived, strong to violent tornadoes across the northern two-thirds of central Alabama. There was widespread and catastrophic damage in several locations throughout the State. (Alabama Emergency Management Agency Situation Report May, 2011).

As a result of the destruction caused by the storms and tornadoes, Alabama Governor Robert J. Bentley declared a state of emergency for the entire state. On April 27, 2011, the State of Alabama experienced an even more devastating weather event that is now referred to as the “2011 Super Outbreak.” 64 tornadoes cut through Alabama, resulting in 243 lives lost and tens of thousands of homes and businesses destroyed. The Governor again declared a state of emergency and 43 Alabama counties received an Individual Assistance declaration from the Federal Emergency Management Agency (FEMA). All 67 counties received a Public Assistance and Hazard Mitigation declaration. The largest of the tornadoes cut a swath from the south-west through the north-east of the state, an EF-5 that was over 1.5 miles wide, staying on the ground for over 120 miles. This event took an exceedingly high toll on the state and emergency service responders that were already reeling from the tornadoes less than two weeks prior.

Table 1. FEMA Registrations (as of 7/1/2011)

County	Actual FEMA Registrations	*Estimated Number to Base Staffing request for Application
Autauga	504	500
Bibb	340	350
Blount	1163	1200
Calhoun	1519	1500

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Chambers	125	125
Cherokee	742	745
Chilton	101	100
Choctaw	374	400
Clarke	776	800
Colbert	343	350
Coosa	79	100
Cullman	5712	6000
DeKalb	2750	3000
Elmore	575	600
Escambia	119	150
Etowah	545	600
Fayette	287	300
Franklin	939	1000
Greene	644	700
Hale	688	700
Jackson	2399	2400
Jefferson	13341	13500
Lamar	61	75
Lauderdale	337	350
Lawrence	2132	2200
Limestone	2614	2700
Madison	17147	17200
Marengo	506	600
Marion	951	1000
Marshall	4719	4800
Monroe	232	250
Morgan	2343	2400
Perry	495	550
Pickens	421	500

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Shelby	273	300
St. Clair	1880	2000
Sumter	423	500
Talladega	347	350
Tallapoosa	353	400
Tuscaloosa	12630	13000
Walker	2251	2300
Washington	187	200
Winston	360	400
Total	84971	87195

*Individuals and families do not need to have registered with FEMA to be eligible for case management services. They must have resided within the affected area at the time of the disaster. All staffing plans must be based on **5%** of the total FEMA registered cases.

EXAMPLE

For example Tuscaloosa County has 13,000 registrations – the staffing plan would be developed on 650 eligible cases for the AL DCMP. With adequate justification, a county numbers may be rounded up. For example, if your organization can clearly make the case that there is a large unregistered affected population in the geographic area.

Tuscaloosa - $13,000 \times .05\% = 650$ eligible cases

The Federal Emergency Management Agency (FEMA) through the State of Alabama is offering the opportunity for Alabama to access funding for a comprehensive case management program for the affected counties.

This project will be coordinated through the GFCBI and will include a comprehensive training, monitoring and technical assistance plan for all participating agencies.

Participation in Alabama DCMP activities will be mandatory and a condition of the grant award.

DEFINITIONS (Source: FEMA)

Disaster Case Management – Disaster case management is a time limited process that involves a partnership between a case manager and a disaster survivor to develop and carry out a Disaster Recovery Plan. The partnership provides the disaster survivor with a single point of contact to facilitate access to a broad range of resources. The process involves an assessment of the disaster survivor's verified disaster caused unmet needs, development of a goal-oriented plan that outlines the steps necessary to achieve recovery, organization and coordination of information on available resources that match the disaster caused unmet needs, the monitoring of progress toward reaching the recovery plan goals, and, when necessary advocacy on behalf of the disaster survivor.

Disaster Caused Unmet Needs – A disaster caused unmet need is an un-resourced item, support, or assistance that is necessary for the disaster survivor to recover from the disaster. Resources may include insurance payments, Federal disaster assistance (ie. FEMA Individual and Household program grants, Small Business Administration Disaster Loans, etc.), State assistance and personal resources. Unmet needs may also include basic emergency needs, such as food, clothing, shelter or first-aid and long term needs, such as financial, physical, or emotional.

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APPLICATION NARRATIVE MUST CLEARLY DESCRIBE:

Demonstration of Need: Briefly describe the impact of the April 15th and 27th tornado outbreaks on the affected counties proposed to be served by the Provider Level Agency.

Organizational History: Briefly describe the organizations history and include number of years serving the community, types of programs and for sustainability the plan to continue to provide services beyond disaster case management program.

Case Management History: Briefly describe experience providing case management (disaster or non-disaster). Also indicate if agency currently is a user on the Coordinated Assistance Network (CAN).

Funding History: Briefly Describe organization's funding history, experience managing funds (private, state and federal), and the capacity of organization's fiscal staff.

Staffing Plan: Briefly describe organization's staffing plan and current capacity to hire AL DCMP staff.

Staffing is based on the estimated number of cases (Table 1. FEMA Registrations (as of 7/1/2011))

Table 2. Allowable Positions and level of funding (Staffing)

Provider Level Staffing (1 sub- grant)	Ratio	*Salary (per year)	*Benefit (not to exceed 28% of total salary)	Length of Contract
Program Manager	1 FTE	45,000	12,600	20 months
Finance Manager	1 FTE	40,000	11,200	20 months
Case Management Supervisor	1:10 case managers	40,000	11,200	20 months

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Case Managers	1:30 cases	35,000	9,800	20 months
Administrative Assistant	1:30 case managers	25,000	7,000	20 months
Data Entry Specialist	1:15 case managers	25,000	7,000	20 months

*Salary and benefit rate listed is the maximum allowable for the position under this grant

Table 3. Sample Allowable Staffing

EXAMPLE: Organizations proposes to serve 10 counties with a total of 30,000 cases

Total Cases (6) counties	Formula - 30,000 (cases) X .05%	Eligible Cases - 1,500
ALLOWABLE STAFFING		
1 FTE	Program Manager	
1 FTE	Finance Manager	
50 FTE	Case Managers	
5 FTE	Case Management Supervisors	
1.2 FTE	Administrative Assistant	
3 FTE	Data Entry Specialist	

Management Plan: Briefly describe the organization's management plan to include current organizational structure, capacity to manage the ALDCMP as a Provider Level Agency, ability to coordinate with the local LTRC(s),

If applicable, describe the organization's plan to monitor sub-contracts (if Provider Level agency plans to sub-contract positions). Also describe, any experience serving as a coordinating or funding agency in the past.

OTHER

Coordination with local Long Term Recovery Committees (LTRCs): Describe your organizations current work/collaboration with local long term recovery committees. Describe the plan for Case Management Supervisors to coordinate with the LTRCs. How cases will be referred and then presented back to the LTRCs.

Technology Platform: The technology platform will be the Coordinated Assistance Network (CAN). Provider Level agencies must have access to the internet and case managers will need to have computer access. Indicate whether your agency has access to and if you are currently managing cases in CAN.

Forms: All forms will be standardized and uniformly utilized for the ALDCMP. Forms will be provided electronically prior to program start-up and reviewed during Start-up Training.

Training: The GFBCI will provide all training necessary to implement the ALDCMP including mandatory grantee training, quarterly meetings/trainings, remote and on-site ongoing technical assistance and training.

Monitoring: All Provider Level agencies will be monitored by the GFBCI ALDCMP staff for compliance on an ongoing basis. Agencies will receive in writing a monitoring plan (subject to modifications as necessary) at the Grantee Training.

Retention of Records: All records programmatic and fiscal pertaining to the ALDCMP will be maintained at the Provider Level agency and are subject to review and/or audit at any time. Records must be retained for 5 years after the close of the program.

BUDGET WORKSHEET

Salary and Benefits

List Number of Allowable positions based on *Table 2. Allowable Positions*

- List each position separately
- Provide calculation for fringe benefits
- Salary and Fringe Cannot exceed allowable rates in Table 2 Allowable Positions

Travel

Travel for project staff is allowable and cannot exceed State Per Diem Rate

- Travel between 6 and 12 hours: \$11.25
- Travel between 12 hours but not overnight: \$30
- Overnight travel: \$75 per day
Per Diem includes meals and lodging
- Estimate Travel expenses based on the number of cases and location of LTRCs
- Provider Level Agencies must budget travel cost for (2) people to attend the 1 Day Mandatory Grantee Trainings and 4 Quarterly (1 Day) Meetings (location: Montgomery)

Mileage

- Personal vehicle mileage cannot exceed the federal rate of reimbursement (as of September 1, 2011 the allowable rate is 55.5 cents per mile)
- Estimate total mileage for project period

Supplies

Itemize and provide cost for all items to be purchased for use on the ALDCMP. No single item may exceed \$5,000 per unit cost.

- Allowable supplies include:
- Basic Office Supplies (paper, pens, folders)
- Cell Phone
- Computers (not to exceed \$1,000)
- Air Card (not to exceed \$50)
- Storage Device (thumb drive) (not to exceed \$25)

Other

Space Rental – Provide a detailed calculation for any space rental. If new space is being acquired for this project please justify.

Not Allowable

- Refreshments (meals and snacks)
- Video and recording devices, televisions and other type of production equipment
- Cost for transporting disaster survivors and direct financial assistance to disaster survivors (from the ALDCMP grant funds)